



UTAH
ACCESS for ELLs Online Checklist
2020-2021



This state checklist is a guide for personnel involved in administering [ACCESS for ELLs](#) Online, and includes unique steps related to Kindergarten and Alternate ACCESS assessments. The checklist highlights all tasks that need to be completed **before**, **during**, and **after** testing within a school or district and uses color to indicate who typically completes those tasks in your state. This checklist has been customized for your state. The state-specific clarification column contains guidance that your state education agency expects you to follow as you prepare for and administer the test.

State-specific information			
Test delivery mode	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Online – See first line of checklist for more information.</td> <td style="width: 50%;">Testing Window January 6, 2021 – March 19, 2021</td> </tr> </table>	Online – See first line of checklist for more information.	Testing Window January 6, 2021 – March 19, 2021
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WIDA member page	Wida.wisc.edu/memberships/consortium/ut		
Online Resources			
<ul style="list-style-type: none"> • ACCESS for ELLs Test Administrator Manual (TAM) <i>Test administration policies and procedures</i> • ACCESS for ELLs Test Coordinator Manual (TCM) <i>Test coordination policies and procedures</i> • ACCESS for ELLs Accessibility and Accommodations Supplement <i>Accessibility and accommodations policies and procedures</i> • Technology Readiness Checklist <i>For Technology Coordinators</i> 	<ul style="list-style-type: none"> • ACCESS for ELLs Interpretive Guide for Score Reports • Alternate ACCESS for ELLs Interpretive Guide for Score Reports • WIDA AMS User Guide • Q&A Webinar Calendar <p>For more state-specific resources, visit your WIDA member page.</p>		
Checklist Key			
<ul style="list-style-type: none"> ■ District Test Coordinator (DTC) task ■ School Test Coordinator (STC) task ■ Test Administrator (TA) task 	<ul style="list-style-type: none"> K Kindergarten ACCESS task A Alternate ACCESS task Opt Task may be optional depending on school or district procedures. 		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Determine which ACCESS for ELLs assessment you are responsible for administering: Online, Paper, Kindergarten (K), or Alternate (A).	Utah state policy requires all public schools to administer ACCESS for ELLs Online. Schools may opt to administer ACCESS for ELLs Paper ONLY in cases where a student requires this option as an accommodation.	
		X	Review training requirements based on your role.	New TAs: Must complete training courses for any test they will administer, pass each training module with 80% or higher, and receive the certificate of completion. This must be completed annually. Returning TAs: Annually renewed certification required for Online, Kindergarten, and Alternate ACCESS.	
X	X	X	Log in to your WIDA account and agree to the Non-Disclosure and User Agreement (NDUA) that pops up automatically upon first login.	STCs and TAs request accounts from the DTC. DTCs request accounts from Utah State Board of Education (USBE) by emailing Megan Lopez: megan.lopez@schools.utah.gov	
X	X	X	Log in to WIDA AMS and agree to security terms that appear automatically at first login.	STCs, TAs, and Technology Coordinators request accounts from the DTC. DTCs request accounts from Utah State Board of Education (USBE) by emailing Megan Lopez: megan.lopez@schools.utah.gov	
X	X	X	Watch the Training Overview tutorial .		
X			Set up WIDA AMS accounts for Technology Coordinators and Test Administrators. Tip: <i>If you need assistance, review the WIDA AMS User Guide.</i>		
			Submit Pre-ID file to DRC.	SEA Loads Pre-ID file into WIDA AMS	
X	X		Watch the Ordering Materials tutorial.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
			Order materials in WIDA AMS.	USBE will order materials based on Pre-ID file. The default Writing response mode for grades 4-5 is keyboarding. Grades 4-12 Writing Response Booklets will NOT be ordered or shipped with initial materials order. If needed, DTCs can order in the Additional Materials ordering window. DTCs are responsible for ordering Alternate ACCESS and Braille ACCESS. Students must qualify to take the DLM in order to take Alternate ACCESS. These orders can be placed in the initial test materials ordering window.	
X	X		Discuss district and school technology needs and capacity to administer the online test with the Technology Coordinator. Opt		
	X	X	Watch the Accessibility Overview tutorial .		
	X	X	Watch the Assigning Accommodations tutorial .		
	X		Meet with all stakeholders regarding testing needs for students with an IEP or 504 plan. Refer to the Administrative Considerations section of the Accessibility and Accommodations Supplement to consider testing needs for students who do not have an IEP or 504 plan.	USBE Special Education Services' WIDA Webpage	
	X	X	In WIDA AMS, assign accommodations for students with an IEP or 504 plan.		
X	X		Modify default test sessions in WIDA AMS to meet district/school needs. Opt		
	X		Finalize student counts. Add any new students to WIDA AMS and assign them to test sessions.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	Review student data for accuracy in WIDA AMS.		
		X	Confirm that all students are listed in WIDA AMS and assigned to test sessions.		
X	X	X	Watch the Test Scheduling tutorial .		
X	X	X	Create a testing schedule. All Kindergarten K and Alternate ACCESS A test sessions should be one-on-one. Tip: Break testing down into days in the window. Allow several days at the end for makeup testing. See the Test Coordinator Manual for help with scheduling.		
	X	X	Plan a seating arrangement for testing areas. Verify that students are adequately spaced for the Speaking Test. Opt	Refer to Test Scheduling in Section 6 of the TCM for guidance on seating arrangements.	
X	X	X	Watch the Test Practice and Test Tickets tutorial .	Plan a time for students to view Test Demos and try out the Test Practice so they are familiar with the testing application before taking the test.	
X	X		Plan communication for parents/family members about ACCESS for ELLs testing and upcoming testing schedule.	Communicate with students' parents/family members about ACCESS for ELLs testing: its purpose, when their child will test, and any tips for helping students do their best. WIDA resources to consider: <ul style="list-style-type: none"> • What is ACCESS for ELLs? (available in English and other languages) • Explaining ELL Status (available in English and other languages) 	
X	X	X	Watch the Managing Test Materials tutorial .		
X	X		Receive, inventory, and distribute test materials to designated sites/staff.		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
	X	X	Review materials for accuracy. Report the amount and type of overage to the District Coordinator.		
X	X		Watch the Additional Materials Orders tutorial .		
	X	X	Verify information on Pre-ID Labels is accurate. If necessary, edit information in WIDA AMS.		
	X	X	Check District/School Labels for accuracy. Contact DRC Customer Support if information is incorrect.		
	X		Print test tickets and test rosters. Securely store according to state and local policies.		
	X	X	Review test tickets for accuracy of demographic information and accommodations.		
	X	X	K , A only – Apply labels to test booklets. Bubble in demographic information and apply a District/School Label to test booklets that do not have Pre-ID Labels.	Please bubble in all information completely and accurately if necessary. Test booklets with partial bubbling will not match to students correctly and will result in delayed scoring.	
		X	Watch the Administering the Test tutorial . K Watch the Kindergarten Training Video Series . A Watch the Alt ACCESS Test Administration Tutorial .		
	X	X	Have students view Test Demos and try Test Practice items K Test administrators review Listening and Speaking sample items A Test administrators review sample items	Plan a time for students to view Test Demos and try out the Test Practice so they are familiar with the testing application before taking the test.	
	X		Watch the Monitoring Test Progress tutorial (applies to online testing only). Tip: <i>This tutorial references tools in WIDA AMS that require coordinator level permissions.</i>		



Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	Take the Online Administration Quiz and pass with a score of 80% or higher. K Take the Kindergarten Quiz . A Take the Alt ACCESS Quiz .	Must be done annually.	
X			Ensure all staff involved in testing are certified according to state requirements, have completed required training, and understand how to follow test security and confidentiality procedures.	Monitor annual test recertification in WIDA Secure Portal under “Account Management and Training Status”	



During Testing

DTC	STC	TA	Task	State-specific Clarification	✓
		X	Set up the testing room according to the TAM . For group settings, ensure students are seated far enough apart to avoid distractions.	Blank scratch paper is allowed. Prepare room setup including Testing: Do Not Disturb sign, covered posters, etc.	
	X	X	Gather test administration materials: Test Administrator Script(s), Test Administrator Manual, test tickets, test roster, Writing Booklets, #2 pencils, clock, etc.		
	X	X	Ensure testing devices are ready and distribute necessary materials to students (e.g., booklets, pencils, headsets).	Notify Test Coordinator and Technology Coordinator of issues during the testing session.	
		X	Distribute test tickets to students and verify information on ticket matches student’s test plan.		
		X	Follow all directions provided in the manuals and scripts. Monitor students to ensure test security.		
		X	After students have completed the Listening and Reading tests, run a Tier Placement Report in WIDA AMS.		
	X	X	Apply labels to Grades 1-3 Writing Test Booklets. Bubble in demographic information and apply a District/School Label to test booklets that do not have Pre-ID Labels.	Please bubble in all information completely and accurately if necessary. Test booklets with partial bubbling will not match to students correctly and will result in delayed scoring.	
	X		Report additional material needs to the District Test Coordinator.		
X			Keep track of all material requests from schools during testing and place one additional materials order prior to the end of the testing window.	Reference Section 3 of the Test Coordinator Manual for more info.	
	X	X	Securely store all testing materials in between test sessions.		
X	X	X	Collect and account for all test materials. Return them to the Test Coordinator.		



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Watch the After Testing tutorial .		
X	X		Collect test materials from Test Administrators once testing is completed at each testing site.		
X	X	X	Ensure all accommodations and Do Not Score codes are correctly marked on the booklet or in WIDA AMS.		
X			Prepare test materials for return.	Refer to Returning Test Materials in Section 3 of the TCM .	
X	X		Return test materials to DRC.	Scratch paper can be destroyed. All testing materials delivered to the school should be returned to DRC. Shred unused Pre-ID labels and scratch paper locally. Non-Secure materials including the Test Administrator Manual, Test Coordinator Manual, and Online Test Administrator Script for Grades 4-12 should not be returned to DRC. Refer to Section 3 of the TCM for a full list of secure and non-secure materials.	
X	X		Watch the Data Validation tutorial .		
X	X		Complete data validation process.	DTCs and STCs complete Pre-reporting data validation in WIDA AMS. DTCs and STCs can edit student demographics, accommodations and must mark any Do Not Score codes.	
X	X	X	Watch the Accessing Score Reports tutorial .		
X	X		Review and distribute score reports to designated sites/staff.	Exit criteria is a composite score of a 5 or higher. More information and resources can be found on the Scores and Reports page of the WIDA website.	



After Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X	X		Communicate with students' parents/family members about ACCESS for ELLs test results.	Utah Testing Ethics Policy requires that individual student score reports be delivered to the students' parents/guardians within 3 weeks of receiving score reports.	